

CRICKLADE TOWN COUNCIL

GUIDELINES FOR APPLICATIONS FOR SMALL GRANTS

Process

1. The Policy and Resources Committee consider all grant applications
2. **The Town Council will not consider grant applications for:**
 - i) Political or religious activities
 - ii) Statutory bodies to fund core services
 - iii) Sole benefit of individuals
 - iv) A private profit making/commercial organisation
 - v) Running costs – e.g. rent rates, electricity, etc
 - vi) Projects that have already started (so the money would be awarded retrospectively)
 - vii) Projects which could reasonably be expected to secure finance by other means
3. Applications must be received at least 3 weeks prior to the appropriate meeting and made on the standard application form. (Additional information will not be considered, other than accounts and quotes)
4. Town Councillors and/or Council staff may visit an applicant to discuss a proposed project ahead of an application being considered
5. Organisations applying will need to provide a set of audited accounts for the previous Financial Year
6. Organisations just starting up must submit basic financial information (e.g. copies of a bank account statements)
7. Funds will normally only be released on production of invoices and receipt should be properly confirmed
8. All grant funding must be claimed by successful applicants before 31st March
9. Any unused monies should be returned to the Town Council
10. Applicants must acknowledge Cricklade Town Council's financial support in any publicity or printed material
11. A report must be made about how the grant has been used by the end of the Financial Year for production at the Annual Town Meeting. Failure to do this may jeopardise future grant applications

Additional Guidance

12. Applications must be for projects that benefit the local community and indicate the number or percentage of local people in the Cricklade area to benefit from funding
13. An organisation may only submit one application for a grant in any Financial Year
14. The organisation must be non-profit making
15. Applicants should consider applying to the Wootton Bassett & Cricklade Area Board for funding prior to approaching the Town Council
16. The organisation should demonstrate a clear need for financial support and show how fund raising has taken place
17. Applicants being awarded in excess of £1,000 may not return for a further award within a period of 2 years except under extraordinary circumstances

For more information please contact
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